| Requestor Information | |
|---|---|
| Date: | Agency's Acronym: |
| Name: | |
| Phone Number: | |

| ServiceNow Request Details | |
|---|---|
| Ticket Number: | |
| Action Requested: | Add    Change    Delete <br> Deactivate    Reactivate |

| Interface | | | | | |
|---|---|---|---|---|---|
| FMMI Agency / Legacy Code: | | | SHC: | | |
| Systems Interface: | MASC | CPAIS | IAS    WebTA | Concur | SmartPay |

| Accounting Elements | | |
|---|---|---|
| **Accounting Data** | **Old Value** | **New Value** |
| **FUND / Budget Period** <br> Note: Both MDM Elements are required | | |
| Cost Center | | |
| WBS Element | | |
| Functional Area | | |
| Concur Organization | | |
| Accounting Station Code | | |

## Instructions

**Purpose of this form:**

Agencies must complete this form when requesting new or modifications to current SHCs.

**Completing this form:**

Enter the following information in the **Requestor** section:

- Date of the request
- Agency acronym
- Name of the requestor
- Requestor phone number

Enter the following information in the **ServiceNow Request Details** section:

- SRQ generated in ServiceNow
- Check the applicable box to denote the action needed. Choose one: Add, Change, Delete, Deactivate, or Reactivate

Enter the following information in the **Interface** section:

- FMMI Agency/Legacy Code
- Shorthand Code: List the Short-Hand Codes one-for-one that will be affected
- Systems Impact: Select each system impacted

Enter the following information in the **Accounting Elements** section:

- Enter Old and New Values of Accounting Data:
- Fund: The intended Fund and the SHC will be linked
- Cost Center: The intended Cost Center and the SHC will be linked
- WBS Level: The intended WBS and the SHC will be linked
- Functional Area:  The intended Functional Area and the SHC will be linked
- Concur Organization
- Description: Description of Short-Hand Code
- Accounting Station Code(s): See illustration to the right